

JIB Training Schemes

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1. JIB 2017 APPRENTICESHIP SCHEME FOR ELECTROTECHNICAL AND ALLIED TRADES APPRENTICES

1.1 INTRODUCTION

The JIB 2017 Apprenticeship Scheme for Electrotechnical and Allied Trades Apprentices ("JIB 2017 Apprenticeship Scheme") has been designed to support electrotechnical industry apprenticeships providing support for both the employer in providing the training requirement and the apprentices in gaining the knowledge and assessment needed for a career in the electrotechnical industry.

Apprentices following the occupational pathways of Electrical Installation, Electrical Maintenance, Domestic Electrician and Allied Trades of the JIB 2017 Apprenticeship Scheme must meet the full requirement of the pathway for a successful application of an ECS Gold card on completion of their apprenticeship.

The JIB will issue revisions to the JIB 2017 Apprenticeship Scheme to encompass changes to the formal occupational training pathways, as approved qualification units become available, or as new pathways are added to the existing scheme.

1.2 ENTRY INTO THE INDUSTRY

All persons who wish to enter the electrotechnical Industry must have completed their statutory education.

A selection test must be undertaken to ensure the applicant understands the specific nature of the Industry and has the necessary aptitude, including numeracy and literacy, to make completion of the apprenticeship a realistic prospect.

All applicants must be examined by a Registered Medical Practitioner to certify physical fitness, normal vision (which can be achieved by the wearing of vision corrective glasses/contact lenses) and absence of colour blindness or impairment, in order to carry out the role to the degree necessary to ensure there is no impediment to safe working.

Suitable colour vision may be confirmed by production of suitable evidence from a Registered Medical Practitioner or Optician, at the point of selection testing. This suitable evidence of colour vision may be demonstrated by having undertaken the Ishihara Test and/or the Colour Assessment and Diagnosis (CAD test), as described in Appendix A.

All applicants will be required to demonstrate the required level of Health & Safety awareness, either through successful completion of the ECS Health, Safety and Environmental Assessment test or the initial health and safety unit of the chosen approved training pathway as set out in Appendix B.

Subject to the safety requirement of the industry, or where justifiable as a proportionate means of achieving a legitimate aim, the JIB 2017 Apprenticeship Scheme is open to any person without discrimination on the grounds of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Previous Experience

Potential apprentices who already have some industry experience and qualifications may have their prior knowledge recognised and mapped to the requirements of the apprenticeship pathway they are looking to complete. The Training Provider may identify this through Accrediting Prior Knowledge (APL) or may recognise the contribution a person's previous experience could contribute to a qualification within the requirements set for the qualifications Awarding Bodies (such as City & Guilds and EAL).

Auditable documented evidence will be required to allow the formal qualification to be fully achieved. The chosen Training Provider will need to be consulted for advice on what qualifications and experience may be considered for mapping across relevant qualifications.

Transfer Between JIB Training Schemes

The JIB 2017 Electrical Apprenticeship Scheme is for new entrants into the Electrotechnical industry. Apprentices already registered on an active JIB apprenticeship scheme must complete the training programme that they are already engaged in and cannot be transferred to this scheme.

1.3 TRAINING PROVIDERS

The JIB 2017 Electrical Apprenticeship Scheme is operated by Training Providers who must be registered with the JIB.

Applications to become a JIB Registered or Preferred Training Provider must be made through the JIB and the JIB will hold a register.

The Training Provider can be an employer, a Training Organisation or any organisation capable of ensuring that the JIB 2017 Apprenticeship Scheme is properly delivered and monitored.

Training Providers are responsible for providing an approved delivery and assessment plan that will enable full completion of the apprenticeship.

The role of the Training Provider includes ensuring that:

- (a) All apprentices are registered with the JIB
- (b) Employers are advised of their employment and insurance responsibilities of the apprenticeship scheme
- (c) Training is monitored to ensure it is carried out to the required industry standard
- (d) Training is provided at no cost to the apprentice
- (e) Training provided meets the full training scope required and that the syllabus is delivered with adequate resource, equipment and materials to ensure knowledge and performance prior to assessment
- (f) Site evidence records, portfolios and performance statements are maintained to support the apprentices demonstration of competence required by the training requirements
- (g) The employer is regularly kept up to date to the performance of the apprentice
- (h) A mechanism by which disputes or grievances raised by the apprentice can be dealt with exists. (Should disputes/grievances not be resolved through this mechanism then the apprentice will have the right to refer the matter through the JIB's Resolution Procedure. Further details can be found on the JIB website at www.jib.org.uk).

1.4 PRE-TRAINING PERIOD

A period of employment may precede the formal commencement of apprenticeship training.

Following an employment safety induction, which will include ECS Health, Safety and Environmental Awareness, entrants may spend time on site when they will be treated and paid as a Stage 1 Apprentice.

Please note that an apprentice can be registered with the JIB at any time.

Apprentices working for JIB member companies will be covered for Life Assurance, Accidental Death and Permanent and Total Disability Benefit, as set out in Section 6(d), during this pre-registration period, providing the Company notify the JIB immediately employment commences and makes the necessary Apprentice Benefit Credit payments for the apprentices as administered by EC Insurance Services (ECIS) or provides for this entitlement through their own insurance.

During the pre-training period non-member companies may provide this cover through their own insurance or via the purchase of Apprentice Benefit Credits through ECIS.

1.5 REGISTRATION OF APPRENTICES

Enrolment on to the JIB 2017 Electrical Apprenticeship Scheme must take place within 4 weeks of completion of formal registration with the Training Provider.

The Training Provider will register the apprenticeship with the JIB electronically and provide a passport style photograph of the apprentice, the contact details of the apprentice and their employer with the appropriate registration fee.

After successful registration the apprentice will receive:

- An ECS Apprentice card
- A copy of the JIB Apprenticeship Scheme
- A copy of the JIB Handbook will be made available for all apprentices
- Information on Unite the Union membership, which apprentices can access at a discounted rate
- Access to the JIB Hand Tool Replacement Scheme which replaces hand tools which are lost as a result of theft or fire
- JIB Safe Isolation Card and Tags
- Access to the JIB Skills Development Fund, which may contribute towards the cost of future eligible courses
- Advice and support from the JIB on employment issues, including access to the JIB mediation service, in the event of an issue between the apprentice and the employer which cannot be resolved through the company's internal grievance procedure.

Progression through the apprenticeship scheme is recognised by staged cards that may be applied for by the apprentice (or employer) with the endorsement of their employer.

On successful completion of the JIB 2017 Apprenticeship Scheme the first ECS craft card, in the apprenticeship occupation, is provided free of charge.

The apprentice and employer must keep the ECIS and the JIB advised, in writing, of any changes such as new personal or business address change of email address or employer.

1.6 EMPLOYMENT

(a) Terms and Conditions

Apprentices must be provided with a statement of their main terms and conditions of employment in accordance with the Employment Rights Act 1996 or the Employment Rights (Northern Ireland) Order 1996.

For JIB member companies, apprentices registered under the JIB 2017 Electrical Apprenticeship Scheme are covered by the JIB National Working Rules, including rates of pay. Full details of JIB rates of pay including Mileage Rate and Mileage Allowance are covered within National Working Rules 6 and 11.

The JIB National Working Rules are the industry standard for non-JIB member companies.

(b) Working Hours

The maximum hours which can be worked per week are governed by the Working Time Regulations 1998 (as amended) and, where applicable, the Young Workers Directive. Further detail on the contractual provisions for JIB member companies is included within the National Working Rules.

(c) Holidays

(i) Annual holiday

During each year, apprentices are entitled to 22 days' paid annual holiday (increasing to 23 days from 7th January 2019, and to 24 days from 6th January 2020).

The pay for each week of holiday shall comply with the Working Time Regulations 1998.

Normal earnings level for holiday pay must include certain major elements of pay. Details are contained within National Working Rule 13 in the JIB Handbook on the specifics that would apply for those employed by JIB member companies.

During the first year of training the apprentice's holiday will be based on completed months of service. All holidays will be taken at dates agreed in advance with the employer.

In the event of termination or transfer, the old employer will pay the apprentice any outstanding holiday pay. The new employer's holiday liabilities will commence from the date the apprentice starts with the new employer. Holiday pay will be paid on a pro rata basis.

(ii) Statutory holiday

In addition to annual holidays, apprentices are entitled to 8 statutory holidays.

For those employed by JIB member companies, the qualification and payment for statutory holidays is contained within National Working Rule 12 in the JIB Handbook.

Non-JIB member companies should refer to their own contracts of employment as to what may apply for these days.

(d) Insurance

JIB member companies are required to provide Life Assurance, Accidental Death Benefit and Permanent & Total Disability Benefit for Registered Apprentices.

JIB member companies can meet these obligations by purchasing Apprentice Benefit Credits through ECIS or any alternative insurance arrangements permitted by Section 9.1.4 of the JIB Handbook.

Non-JIB companies may provide this cover either through their own arrangements or via the purchase of Apprentice Benefit Credits through ECIS. For details of the current premium, please contact ECIS directly on 0330 221 0241.

These benefits are:

Life Assurance £10,000

Accidental Death Benefit of:

- (i) £10,000 in the event of death occurring as the result of an accident when travelling directly to or from work, which together with the Death Benefit of £10,000, which is payable on death from any cause, provides a total benefit of £20,000.*
- (ii) £25,000 in the event of death occurring as the result of an accident at work which together with the Death Benefit of £10,000, which is payable on death from any cause, provides a total benefit of £35,000.*

Permanent & Total Disability up to £10,000

(e) The Electrical Industries Charity

Apprentices are eligible for support by the Electrical Industries Charity in the event of difficulties which may affect the apprentice or their family. The Charity helpline is 0800 652 1618 and is available 8.00am to 8.00pm Monday to Friday and 8.00am to 1.00pm Saturday and Sunday and further information is available at www.electricalcharity.org.

(f) Sick pay

Apprentices will be required to comply with their employer's procedure for the notification of absence due to illness. After three waiting days an apprentice working for a JIB member company will be entitled to Statutory Sick Pay and an additional payment of £15.00 per week from their employer. This additional payment of £15.00 per week will only be payable for an aggregate period of 12 weeks in any consecutive 12 months.

(g) Tool Kits

Apprentices are required to provide their own handtools and a lockable tool box. The tools must be suitable for the type of work the apprentice will be required to carry out during the various stages of training. Where practicable, the employer shall provide suitable and lockable facilities for storing tool kits.

A JIB Handtool Replacement Scheme exists for apprentices of JIB member companies to provide cover for tool kits lost due to fire or theft.

Full details of eligibility and how to claim are shown in Appendix D and on the JIB website at www.jib.org.uk

(h) Disciplinary and grievance procedures

All employers are required to have disciplinary and grievance procedures in place which comply with current employment legislation.

In the absence of any disciplinary or grievance procedure, JIB National Working Rules 19 and 20 (which comply with statute) shall be deemed as the default.

All signatories to the apprenticeship and, where the apprentice is a member of Unite the Union, the Regional Officer, must be kept informed of any instances where formal disciplinary action may be necessary.

As a final stage, all disputes or grievances arising from the operation of the JIB 2017 Apprenticeship Scheme, by either apprentices working for JIB or non-JIB member companies, shall be referred to the JIB. Both employers and apprentices can seek advice from the JIB's Industrial Relations Department at any time. This includes non-member companies and their apprentices.

(i) Transfer

If either the apprentice or employer is dissatisfied with the progress of the training, or there is an exceptional change in the circumstances of either the employer or the apprentice, an application can be made (by either party) to the Training Provider for a transfer of employment to be considered.

The Training Provider shall conduct a full investigation of the facts surrounding the request and any final decision to transfer to another employer can only be made with the full agreement of the current employer. If the apprentice is a member of Unite the Union, they can seek advice from their Regional Officer. Such agreement by the employer must not be unreasonably withheld.

If either party feels a transfer is being unreasonably withheld then the matter can be referred by either party to be investigated by the JIB through the Industrial Relations Department.

(j) Termination of the Apprenticeship

The two main reasons for termination of an apprenticeship before its completion are a failure to achieve the appropriate training standard and redundancy.

(i) *Failure to achieve the appropriate training standard*

The employer may terminate the apprenticeship if the apprentice is unable due to capability of reaching the training standard necessary to progress through the apprenticeship scheme.

Before such a decision is taken, the employer must involve the Training Provider, parent or guardian and, if the apprentice is a member of Unite the Union, the Regional Officer.

The employer will be required to demonstrate that the necessary support and guidance has been provided to assist the apprentice achieve the relevant targets.

The procedure must follow the ACAS Code of Practice on Disciplinary and Grievance Procedures or the JIB National Working Rules if the apprentice is employed by a JIB member company. Both employers and apprentices can seek advice from the JIB's Industrial Relations Department at any time. This includes non-member companies and their apprentices.

(ii) *Redundancy*

In the event of a downturn in work an employer may need to consider whether it would be necessary to begin a redundancy process. In such a circumstance an employer is under an obligation to try and avoid the need to make employees redundant, but also to reduce the possible number of redundancies and to investigate ways of mitigating the effects of redundancy.

If it is the case an apprentice may be made redundant, the employer may, with the consent of the apprentice, parent or guardian and, if the apprentice is a member of Unite the Union, the Regional Officer, apply to the Training Provider for a transfer of the apprenticeship to be considered as a way of mitigating the effects of the redundancy. Details on transfer are set out within section 6(i) above.

The Training Provider will make all reasonable endeavours to arrange a transfer (full details of which must be recorded) but this cannot be guaranteed. Until such time as a transfer has been arranged and recorded with the JIB, the original employer remains liable for all the obligations of the apprenticeship, including wages.

Only in the event that an alternative employer cannot be found, may the apprenticeship be terminated on the grounds of redundancy.

1.7 TRAINING PROGRESS

An apprentice is under instruction during their whole apprenticeship training programme and their work must be carried out under supervision. The employer must ensure the correct supervision and support for the apprentice at all times.

Progress of the apprenticeship will depend on the pathway taken and the personal training plan that has been identified for the apprentice.

Best endeavours should be used to ensure the apprenticeship is completed within a 4 year period.

All pathways under the JIB 2017 Apprenticeship Scheme will have four stages identified within the formal training plan. Progression to the next stage of the apprenticeship training plan will be upon achievement and not restricted to any time scale.

Progression must be by agreement with the employer and confirmation to the attainment of the relevant targets set in the training plan with the Training Provider.

Recognised pathways have been listed in Appendix B.

(a) Stages of apprenticeship

There are up to four stages to the JIB 2017 Apprenticeship Scheme.

Appendix B should be referred to for guidance on the staged requirements of the apprenticeship programme in the chosen occupation.

Stage 1:

The Stage 1 apprentice is the usual entry point in the JIB 2017 Apprenticeship Scheme.

The apprentice must be employed in the Electrotechnical industry with an employer that can provide them with the scope needed to complete the training programme.

The Training Provider must discuss the training and assessment requirements of the apprenticeship with the employer and establish a three way coordinated training programme between the apprentice, the employer and the Training Provider.

To be signed up for the JIB 2017 Apprenticeship Scheme the apprentice must have successfully completed the ECS Health, Safety and Environmental Assessment or the initial health and safety knowledge unit of the approved training programme.

The apprentice must have a personalised training plan agreed with them, their employer and Training Provider outlining the milestones needed for progression to each stage of the training programme.

Stage 2:

Progression to Stage 2 is reliant on the apprentice successfully completing the Stage 1 requirements of the training programme.

Typically this will be when the components of the first year training programme, as identified in their personalised training plan, have been successfully completed.

Stage 3:

Progression to Stage 3 will be typically when the level 2 (or equivalent) components of the training programme have been successfully completed and the Stage 2 requirements, as identified in their personalised training plan, have been successfully completed.

Stage 4:

Progression to Stage 4 will be typically when all of the knowledge components of the training programme have been successfully completed and the Stage 3 requirements, as identified in their personalised training plan, have been also been successfully completed.

Typically Stage 4 will be in the final year of the training programme for the Installation or Maintenance Electrician apprenticeship.

During Stage 4 the site based competence assessment is to be finalised and the Assessment of Occupational Competence (AOC) or End Point Assessment (EPA) is to be completed as the final part of the apprenticeship. The AOC taken will depend on the occupation of the apprenticeship programme and must be approved by the JIB as part of the apprenticeship qualification structure.

For an Installation Electrician and Maintenance Electrician the AOC will be the relevant version of the AM2 taken at an approved NET (National Electrotechnical Training) centre, such as the AM2S for apprentices in England. The apprentice should be prepared for the AOC before it is taken. If necessary, the apprentice is entitled to a second attempt at the AOC. If this is also unsuccessful, the Training Agreement may be terminated. The stage 4 requirements of the apprentice's personalised training plan should be referred to for the details of the full requirement of Stage 4.

Apprenticeship Training Programme Completion:

Once the full requirements of the apprenticeship training programme have been met the procedure for apprenticeship completion can be started with the employer.

(b) Standard

The JIB 2017 Apprenticeship Scheme is based on industry National Occupational Standards developed by employers, and recognises a number of different routes across the UK for apprenticeships that meet the same outcomes. The National Occupational Standards identify the various tasks a competent qualified operative working in a specific occupation will be required to undertake, and provides the measure against which competence to carry out this work can be assessed. In the electrotechnical Industry, the minimum requirement for skilled status has been agreed as a full framework or standard at Level 3 as set out in Appendix B.

The JIB 2017 Apprenticeship Scheme requires the attainment of technical theory and demonstration of occupational competence through formal industry training and assessment.

As part of their assessment apprentices will be required to produce a portfolio for assessment against the industry standard and undertake an Assessment of Occupational Competence

(AOC) provided by the Electrotechnical Industry Assessment charity National Electrotechnical Training (NET). This AOC will be the relevant version of the AM2 (for example, AM2S for apprenticeship standards in England).

It is essential that these portfolios are accurately completed by the apprentice, and kept up to date. To assist in this process sufficient support and guidance from both the employer and Training Provider is crucial in collecting suitable auditable documentary evidence to complete the site competence element of the qualification taken. Allied Trade occupations taken under this apprenticeship scheme must have JIB approval prior to the apprentice being signed up for this scheme. Where Allied Trade occupations have already been approved the details will be listed in Appendix B.

(c) Attendance at Classes

All apprentices will be required to attend college, or any other approved training establishment, as specified by the Training Provider. By the contractual agreement to train, the employer must allow the apprentice to attend college at the designated times in order to complete the off-the-job vocational education and training elements required to complete the apprenticeship.

For each college/training day the employer will pay the apprentice a normal working day's pay. For JIB member companies this will be the At College rate of pay.

Employers will also need to pay the actual fares incurred and, where not recoverable from other sources, the employer will meet any fees applicable.

(d) Advancement

Advancement is linked to both service AND attainment of qualifications. There are various targets within each stage of the apprenticeship which must be achieved before advancement to the next stage can occur.

Throughout the apprenticeship it is important that continuous consultation takes place between the employer and the Training Provider. This process will monitor learning and competence progression and identify any shortfalls at the earliest possible opportunity.

At the completion of the staged training plan, or at an annual review (typically in September of each year), **the employer must** review the progress of their apprentices to establish whether they have achieved the training targets defined in their Individual Learning Plan.

Once the employer is satisfied that the targets have been met (guidance on this can be obtained from the Training Provider) they must advance the apprentice to the next stage. Progression through the Apprenticeship scheme is recognised by staged cards that may be applied for by the apprentice (or employer) with the endorsement of their employer.

Apprentices who do not meet their annual training targets will remain at their current stage for a further period of six months when the situation will be reviewed. Failure to progress may result in termination of the apprenticeship but only after the process outlined in section 6(i) has been exhausted.

The enhanced hourly rate will be paid from the following pay week where applicable.

(e) Appeals

Apprentices who believe they are eligible for advancement and consider this is being unreasonably withheld have a right of appeal to the JIB.

However, this should be regarded as a final stage and before taking this course of action, attempts must be made by the apprentice to resolve the issue with their employer through, if necessary, the company's grievance procedure. Both employers and apprentices can seek advice from the JIB's Industrial Relations Department at any time. This includes non-member companies and their apprentices.

Apprentices who are members of Unite the Union should contact their Regional Officer for guidance.

1.8 COMPLETION OF APPRENTICESHIP

Once the personal training plan has been completed by the apprentice, the employer must initiate formal completion of the apprenticeship.

Completion of the apprenticeship at the end of Stage 4 requires attainment of the full training requirements including all theory elements, site-based competency assessment and the industry assessment of competence, plus any additional mandatory components specified within the apprenticeship standard or framework.

An Apprenticeship Completion Certificate may be claimed by the Training Provider or End Point Assessment Organisation once the Stage 4 requirement has been met. Completion of a full apprenticeship may include awards for Functional Skills stipulated within the relevant industry apprenticeship framework where it is a requirement of Government funding for an apprenticeship.

Where an apprentice believes they are being unreasonably prevented from completing their apprenticeship, due to the employer not initiating this procedure, the issue should be raised as a grievance within the company grievance procedure. If the issue cannot be resolved internally this may be raised within the JIB Resolution Procedure. Both employers and apprentices can seek advice from the JIB's Industrial Relations Department at any time.

Note of Guidance: Completion Procedure

Apprenticeships have a special status in law. They are deemed as a strictly one-off contract which is incapable of being renewed. Therefore completion of an apprenticeship and non-engagement in a skilled status is not deemed as a dismissal.

However employers are obliged to ensure that the apprenticeship is correctly completed and in line with the stipulated timescales set out by the JIB. Failure to do so can still lead to Unfair Dismissal claims. To complete an apprentice after the successful attainment of the apprenticeship standard or meeting the full requirements of the framework the employer must complete the relevant section of the ECS/ Grading Application, the JIB Apprentice completion Form and provide copies of:

- *The Training Completion Certificate / Apprenticeship Completion Certificate issued by the relevant public body (for example, ESFA / Department for Education)*
- *Where applicable, a copy of the Level 3 qualification in the relevant electrotechnical apprenticeship framework*

The completed application along with the certificate copies must be made to the ECS Department at the JIB within 14 days of receipt of the completed ECS form to the employer receiving the evidence.

The standard fee for the first ECS craft card is waived for JIB registered apprentices successfully completing their apprenticeship. The JIB will issue an ECS card which will be valid for three years.

1.9 CONTINUATION OF EMPLOYMENT AFTER THE ATTAINMENT OF SKILLED STATUS

Companies intending to retain the services of the apprentice following completion of an apprenticeship need to issue a new Contract of Employment to mark the change of status. It should be noted however that as there has been no break in service, the date of commencement of employment remains unchanged. The total period of employment is regarded as continuous and must be used for the calculation of entitlements in the event of a future redundancy or dismissal with notice.

For JIB member companies, a completed apprentice becomes entitled to the rate of pay for their occupation from the pay week following the date of grading. The JIB will electronically notify both the employer and the newly-graded operative of the JIB grade awarded.

1.10 TERMINATION OF EMPLOYMENT UPON COMPLETION OF APPRENTICESHIP

To ensure that companies do not become liable for claims of Unfair Dismissal, if they do not intend to retain the services of the apprentice following their apprentice completion, it is recommended that they adhere to the following procedure, which has been written in line with National Working Rule 19:

- (i) Advise the apprentice at the earliest opportunity that they will not be offered a job upon completion and confirm this in writing.
- (ii) Hold a meeting with the apprentice to determine a finite date for completion of the apprenticeship and the date of termination.

The apprentice has a right to be accompanied at this meeting. They may be accompanied by a fellow employee or, if appropriate, a Union the Union Regional Officer.

If, following the meeting, the original decision is unchanged then again, confirm this in writing.

A right of appeal against the company's decision must be offered.

- (iii) If an appeal is lodged, a further meeting should take place for this to be considered. As before, the apprentice has a right to be accompanied.

If the outcome is unchanged then, upon conclusion of the internal procedure, an application can be made to the JIB for formal completion of the apprenticeship.

The date of termination needs to take account that at least 14 days must be allowed for the administration of the completion and grading process.

Within the completion documentation the employer must inform the JIB of the termination/completion date. The JIB will use this date on the Completion Diploma and ECS card. It will also mark the apprentice's last day of employment.

If, for whatever reason, the ECS Card is issued after the termination date it will not have any effect upon either the employer or the apprentice as the apprenticeship will have already been completed.

APPENDIX A

COLOUR VISION

All operatives working in the Electrotechnical industry must have suitable colour vision to enable them to work safely and prevent danger to themselves, others and the built environment both during and after work activity.

An apprentice is under instruction and their work must be carried out under supervision. However, there are safety related activities that a fully qualified operative undertakes unsupervised that an apprentice must demonstrate as part of their assessments to becoming fully qualified. Where there is a possibility that the cable insulation colours may be misinterpreted, due to a lack of normal colour vision, safe independent working cannot be demonstrated. The Training Provider must be certain that the full range of the qualification can be achieved to the industry standard during training and assessment to demonstrate that they can work safely unsupervised.

Before an apprentice can be signed up to the JIB 2017 Apprenticeship Scheme normal colour vision must be confirmed by production of suitable evidence from a Registered Medical Practitioner or Optician.

Normal colour vision may be demonstrated by undertaking the Ishihara Test. This test is passed if there are no more than 2 errors in plate numbers 2 to 17 of the test.

Alternatively the London University Colour Assessment and Diagnosis (CAD) screening test may be used. This test is passed if the test result produces a colour vision value equal to, or better than, 4 CAD units.

If the person being tested fails the Ishihara test then the CAD test may be used to determine that their colour vision is the "normal" requirement.

For additional information please refer to the JIB document *"Deficiencies in Colour Vision of Electrical Operatives – Guidance for Employers"*.

Guidance for registered medical practitioners and opticians along with a model form for reporting the results of a colour vision test is available from the JIB.

Note for Registered Medical Practitioner or Opticians: "Normal" colour vision may be demonstrated if the minimum of a Colour Vision category of 3 (CV3) is achieved using a suitable diagnosis. Colour Vision categories are defined in the United Kingdom Civil Aviation Authority (UK CAA) 2016 report on *"Analysis of European Colour Vision Certification Requirements for Air Traffic Control Officers"*. CV3 is the 'Safe' trichromatic colour vision threshold where candidates demonstrate a normal of range of Yellow-Blue and Red-Green colour vision to a 'normal' level of visual performance. The Ishihara Test (no more than 2 errors in plate numbers 2 to 17 of the test) is considered a suitable screening test for indicating that the basic industry requirement for normal colour vision has been met.

APPENDIX B

ELECTROTECHNICAL APPRENTICESHIP PATHWAYS

The Electrotechnical/Electrical Contracting Industry embraces technical operations and projects relevant to Installing Electrotechnical Systems and Equipment; Maintaining Electrotechnical Systems and Equipment; Repairing and Assembling Electrotechnical Equipment and Machines.

Directly associated with these operations and projects are occupation areas which are specific to a particular job role, the key ones of which are Electrical installations (Buildings, Structures and the Environment); Electrotechnical Panel Building; Electrical Machine Repair and Rewind; Installing Instrumentation and Associated Equipment; Electrical Maintenance/Maintenance of Electrotechnical Systems and Equipment.

The following occupations are covered in the JIB 2017 Apprenticeship Scheme:

- Installation Electrician
- Maintenance Electrician

To achieve one or more of these occupational disciplines, the structure of the pathways for these frameworks at Level 3 are outlined below.

Where an apprenticeship pathway does not exist additional pathways may be included and must have JIB approval for the qualification structure to be studied prior to the apprentice being signed up for the scheme.

Qualification Structure 1 – Leading to the Level 3 Electrotechnical Qualification (Installation or Maintenance) (Trailblazer qualification in England)

SCHEME STAGES

Stage 1 (Initial registration)

Must have had both employer and training provider induction and successfully passed:

Unit 01K Understand Health, Safety and Environmental Considerations

Or

The ECS Health, Safety and Environmental Assessment if the employer requires the apprentice to be registered prior to the successful study and assessment of unit 01K.

Stage 2

Must have been a registered JIB apprentice at stage 1 and successfully completed the Stage 1 training programme with the minimum of:

Unit 01K Understand Health, Safety and Environmental Considerations (if initial registration made before this unit was taken)

Unit 02K Understand How to Organise and Oversee Electrical Work Activities

Unit 01P Apply Health, Safety and Environmental Considerations

Stage 3

Must have been a registered JIB apprentice at stage 2 and successfully completed the Stage 2 training programme with the minimum of:

Unit 03K Understand Terminations and Connections of Conductors

Unit 06K Electrical Scientific Principles and Technologies – Online assessment

The demonstration of performance evidence for previously studied units is also expected to have been started.

Stage 4

Must have been a registered JIB apprentice at stage 3 and successfully completed the Stage 3 training programme with the minimum of:

Unit 04K Understand Inspection, Testing and Commissioning

Unit 05K Understand Fault Diagnosis and Rectification

Unit 07K Understand the Requirements for Electrical Installations BS 7671: 2008 (2015)

Unit 02P Organise and Oversee the Electrical Work Environment

Unit 03P Terminate and Connect Conductors

Apprenticeship completion

Must have been a registered JIB apprentice at stage 4 and successfully completed the Stage 4 training programme and completed all the remaining training and assessment units:

Unit 06K Electrical Scientific Principles and Technologies – Full assessment

Unit 08K Understand Design and Installation Practices and Procedures

Unit 04P Inspect, Test and Commission Electrical Systems

Unit 05P Apply Fault Diagnosis and Rectification

Plus either for the Installation Pathway - Unit 08P Apply Design and Installation Practices and Procedures

OR for the Maintenance Pathway - Unit 09P Apply Practices and Procedures for Maintenance

And

The successfully completed the AM2 as the final assessment of the qualification structure.

Qualification Structure 2 – The Level 3 NVQ Diploma in Installing Electrotechnical Systems and Equipment (Buildings, Structures and the Environment)

Stage 1 (Initial registration)

Must have had both employer and training provider induction and successfully passed:

Unit 01 Understanding Health and Safety legislation, practices and procedures (Installing and maintaining electrotechnical systems and equipment)

Or

The ECS Health, Safety and Environmental Assessment if the employer requires the apprentice to be registered prior to the successful study and assessment of unit 01.

Stage 2

Must have been a registered JIB apprentice at stage 1 and successfully completed the Stage 1 training programme with the minimum of:

Unit 01 Understanding Health and Safety legislation, practices and procedures (Installing and maintaining electrotechnical systems and equipment) (if initial registration made before this unit was taken)

Unit 02 Understanding environmental legislation, working practices and the principles of environmental technology systems

Unit 13 Overseeing and organising the work environment

Stage 3

Must have been a registered JIB apprentice at stage 2 and successfully completed the Stage 2 training programme with the minimum of:

Unit 15 Planning, preparing and installing wiring systems and associated equipment in buildings, structures and the environment **AND** Unit 16 Terminating and connecting conductors, cables and flexible cords in electrical systems

OR

Unit 21 Understanding the practices and procedures for overseeing and organising the work environment (electrical maintenance) **AND** Unit 22 Understanding the practices and procedures for planning and preparing to maintain electrotechnical systems and equipment

The demonstration of performance evidence for previously studied units is also expected to have been started.

Stage 4

Must have been a registered JIB apprentice at stage 3 and successfully completed the Stage 3 training programme with the minimum of:

All knowledge units for the chosen pathway to have been successfully completed.

Apprenticeship completion

Must have been a registered JIB apprentice at stage 4 and successfully completed the Stage 4 training programme and completed all training and assessment units for the chosen pathway.

And

Successfully completed the AM2

Qualification Structure 3 – Generic Pathway structure guidance.

JIB approval is needed prior to apprentice sign up on any alternative pathway. The qualification structure will follow the following model.

Stage 1 (Initial registration)

Must have had both employer and training provider induction and successfully passed:

The first scheme unit covering Health and Safety legislation, practices and procedures

Or

The ECS Health, Safety and Environmental Assessment if the employer requires the apprentice to be registered prior to the successful study and assessment of the first scheme unit covering Health and Safety legislation, practices and procedures.

Stage 2

Must have been a registered JIB apprentice at stage 1 and successfully completed the Stage 1 training programme with the minimum of:

The first scheme unit covering Health and Safety legislation, practices and procedures (if initial registration made before this unit was taken).

Knowledge units at an equivalent of level 2 in overseeing and organising the work environment, environmental legislation and working practices.

Stage 3

Must have been a registered JIB apprentice at stage 2 and successfully completed the Stage 2 training programme with the minimum of all knowledge units at an equivalent of level 2

The demonstration of performance evidence for previously studied units is also expected to have been started.

Stage 4

Must have been a registered JIB apprentice at stage 3 and successfully completed the Stage 3 training programme with the minimum of all knowledge units for the chosen pathway are expected to have been successfully completed.

Apprenticeship completion

Must have been a registered JIB apprentice at stage 4 and successfully completed the Stage 4 training programme and completed all training and assessment units for the chosen pathway.

And

The successfully completed the appropriate industry Assessment of Occupational Competence (AOC).

APPENDIX C

DOMESTIC ELECTRICIAN PATHWAY – STRUCTURE GUIDANCE

The structure will follow the following model.

Stage 1 (Initial registration)

Must have had both employer and training provider induction and successfully passed:

- The first scheme unit covering Health and Safety legislation, practices and procedures (Unit 101 / K3-001 Health, safety and environmental considerations in dwellings)
- Or
- The ECS Health, Safety and Environmental Awareness Assessment if the employer requires the apprentice to be registered prior to the successful study and assessment of the first scheme unit covering Health and Safety legislation, practices and procedures.

Stage 2

Must have been a registered JIB apprentice at stage 1 and successfully completed the Stage 1 training programme with the minimum of:

- The first scheme unit covering Health and Safety legislation, practices and procedures (Units 101 and 001 / K3-001 and P3-001 Health, safety and environmental considerations in dwellings)
- Knowledge and performance units for practices and procedures for planning and overseeing electrical work activities in dwellings (Units 105 and 106 / K3-003 and P3-003)

Stage 3

Must have been a registered JIB apprentice at stage 2 and successfully completed the Stage 2 training programme with the minimum of all knowledge units.

Stage 4

Must have been a registered JIB apprentice at stage 3 and successfully completed the Stage 3 training programme with the minimum of all knowledge and performance units to have been successfully completed.

Apprentices will be expected to be preparing for the Assessment of Competence (AOC) / End Point Assessment (AM2D).

Apprenticeship completion

Must have been a registered JIB apprentice at stage 4 and successfully completed the Stage 4 training programme and completed all training and assessment units for the chosen pathway.

And

The successfully completed the appropriate industry Assessment of Competence (AOC) / End Point Assessment (AM2D).

APPENDIX D

NETWORK INFRASTRUCTURE INSTALLER PATHWAY – STRUCTURE GUIDANCE

The structure will follow the following model.

Stage 1 (Initial registration)

Must have had both employer and training provider induction and successfully passed:

- The first scheme unit covering Health and Safety legislation, working at heights, first aid and manual handling, practices and procedures,
Or
- The ECS Health, Safety and Environmental Awareness Assessment if the employer requires the apprentice to be registered prior to the successful study and assessment of the first scheme unit covering Health and Safety legislation, practices and procedures.

Stage 2

Must have been a registered JIB apprentice at stage 1 and successfully compiled a portfolio of evidence showing the knowledge, skills and behaviours mapped to the assessment methods, and completed by the gateway.

Apprentices will be expected to be preparing for the Assessment of Competence (AOC) / End Point Assessment.

Apprenticeship completion

Must have been a registered JIB apprentice at Stage 2 and successfully completed the appropriate industry Assessment of Competence (AOC) / End Point Assessment.

APPENDIX E

HANDTOOL REPLACEMENT SCHEME

1. The Handtool Replacement Scheme ("the Scheme") applies to apprentices registered under the relevant JIB Apprenticeship Scheme.
2. The object of the Scheme is to provide replacement handtools to JIB registered apprentices when handtools have been lost as a consequence of fire and theft.
3. The tools will be provided by Edmundson Electrical and sent directly to the apprentice's home address by courier. The full list of tools covered is given at the end of this document.

The following conditions apply to all applications to the Scheme for financial assistance:

- (i) The apprentice must be registered with the JIB and in the employment of the registering employer when the loss took place.
 - (ii) In the case of theft, the loss must have been reported to the police and a police crime number obtained. In the case of fire, the appropriate authorities must have been notified.
 - (iii) The application to the Scheme must be supported by the employer who must also authenticate the loss.
4. Application for replacement tools will only be considered when made on a JIB Application Form. The Application Form must be fully completed and signed by both the apprentice and the employer.
 5. All applications will be carefully checked by the JIB before a claim is approved and the decision of the JIB will be final. Replacement tools will be sent directly to the apprentice.
 6. Applications will **not** be considered if any of the following apply:
 - (i) The loss occurred from any vehicle except during working hours at the place of work.
 - (ii) The loss was not notified to the police or other appropriate authority within 24 hours of the discovery of the loss.
 - (iii) The loss occurred outside normal working hours unless from locked premises or directly from the apprentice.
 7. An apprentice will be able to make an application to the Scheme in respect of losses suffered from the date the JIB confirms the apprenticeship registration by the issue of an apprentice ECS Card and will continue to be able to do so (subject to the Scheme not being discontinued by the National Board) until such time as the apprentice either completes the apprenticeship (determined by the date of the Completion Diploma) or ceases to be employed as a JIB registered apprentice.

The annual cap on hand tools replaced will be to the value of £2000 within a claim year.

A claimant will be limited to a maximum of two claims for the duration of their JIB apprenticeship.

Note: The list of tools is not intended to be a definitive definition of the complete toolkit for an apprentice at any stage of their training. It is only to be used to define those handtools for which replacement may be provided by the Scheme.

The following list of tools is those proposed to be covered by the Handtool Replacement Scheme:

1st Stage

- Heavy Duty Lockable Toolbag and Padlock
- Hammer (Claw, Ball Pein or Cross Pein)
- Club Hammer
- Insulated Combination Pliers
- Metric rule
- Cable Lock Knife
- Screwdrivers – 4", 6", 8" and flat blade
- Screwdrivers – pozidrive
- Hacksaw Frame
- Spirit Level
- Chalk line
- Footprint Adjustable Grips
- Electricians Bush King spanner
- Centre punch
- Nail punch
- Bradawl

2nd Stage onwards

The tools listed for the 1st stage plus:

- Cold Chisel
- Round File
- Keyhole Saw or Pad Saw
- Bolster Chisel
- Tenon or Uni Saw
- Spanner set
- Mole Self-grip wrench
- Light Hammer
- Square
- Small Trowel

APPENDIX F

STAGES OF ENTRY FOR APPRENTICES WITH EXISTING QUALIFICATIONS

Entry on to the JIB 2017 Apprenticeship Scheme may be made at any staged level if the apprentice already holds approved equivalent qualifications.

Potential apprentices with older qualifications and a number of years experience may find that the JIB Mature Candidate Assessment provides a more appropriate assessment strategy to meet the full chosen Industry qualification pathway.

In all cases new registrations to the JIB 2017 Apprenticeship Scheme must have had both employer and Training Provider induction and support to attain the full scope of the chosen pathway.

For the Electrical Installation and Maintenance Electrician pathways the following qualifications have been mapped against the qualification outcome as meeting the technical certificate requirements of the chosen qualification pathway for registration onto the Apprenticeship Scheme. In all cases the full requirements of the occupational qualification must be met to complete the apprenticeship.

Stage 1 (Initial registration)

Scheme entry at Stage 1 requires:

The first scheme unit covering Health and Safety legislation, practices and procedures

Or

The ECS Health, Safety & Environmental Assessment

Stage 2

New registrants already holding the following qualifications are deemed to have satisfied the Stage 1 criteria for initial registration and can enter the Craft Training Scheme at Stage 2:

City and Guilds 2365-02 Level 2 Diploma in Electrical Installation (Buildings and Structures) (600/5498/0) **or**

EAL Level 2 Diploma In Electrical Installation (QCF) (600/6724/X) **or**

EAL Level 2 Intermediate Diploma in Electrical Installation (601/4561/4)

Stage 3

New registrants that already hold the following qualifications are deemed to have satisfied the Stage 2 criteria for initial registration and can enter the Craft Training Scheme at Stage 3:

City and Guilds 2365-03 Level 3 Diploma in Electrical Installation (Buildings and Structures) 600/5499/2 **or**

City and Guilds **8202-30 Level 3 Advanced Technical Diploma in Electrical Installation (Tecbac)** (601/7307/5) **or**

EAL Level 3 Diploma in Electrical Installation (QCF) (600/9331/6) **or**

EAL Level 3 Advanced Diploma in Electrical Installation (601/4563/8)

Stage 4

New registrants may not register onto this Apprenticeship Scheme at Stage 4.

2. JIB 2017 CRAFT TRAINING SCHEME FOR ELECTROTECHNICAL AND ALLIED TRADES

2.1 Introduction

The JIB Craft Training Scheme for Electrotechnical and Allied Trades ("Craft Training Scheme") has been designed to support career development within the Electrotechnical Industry. It is aimed at achieving skilled status for employees that have insufficient qualifications and/or practical experience to be graded as an Electrician or other electrotechnical discipline. The Craft Training Scheme is designed to provide support for both the employer in providing training and the Trainee in gaining the knowledge and assessment needed for a career in the Electrotechnical Industry. It should not be confused with the JIB 2017 Apprenticeship Scheme which has different entry criteria.

This route into the Industry is aimed at established employees currently working in an unskilled capacity, partially qualified individuals who are looking to be formally qualified or unqualified individuals looking for a change of career.

The Craft Training Scheme is not designed for individuals who are eligible for other formal apprenticeship schemes within the Industry.

To determine the level of entry and relevant stage within the Craft Training Scheme the candidate will be subject to an assessment of their qualifications and practical site experience.

Trainees following the occupational pathways of Electrical Installation, Electrical Maintenance and other Allied Trades of the Craft Training Scheme must meet the full requirement of the qualification pathway for a successful application of an ECS Gold card on completion of their training programme.

The Craft Training Scheme is progressive and requires the attainment of qualifications to progress between stages and for successful completion of the training programme.

The JIB will issue revisions to the Craft Training Scheme to encompass changes to the formal occupational training pathways, as approved qualification units become available.

2.2 Entry onto the Training Scheme

Individuals wishing to be registered onto the Craft Training Scheme must be employed.

Registration will depend upon the qualifications and experience of the Trainee. Trainees must have employer support and relevant opportunity to complete the full training programme.

This programme is not appropriate for school leavers who should be enrolled on the JIB 2017 Apprenticeship Scheme. However, individuals may be registered on to the Craft Training Scheme under a full electrotechnical apprenticeship in line with Qualification Structure 1 under Appendix B where it is a more appropriate development pathway.

An assessment must be undertaken prior to registration to ensure the candidate understands the specific nature of the Industry and has the necessary aptitude, including numeracy and literacy, to make completion of the training programme a realistic prospect.

All candidates must be examined by a Registered Medical Practitioner to certify physical fitness, normal vision (which can be achieved by the wearing of vision corrective glasses/contact lenses) and absence of colour blindness or impairment, in order to carry out the role to the degree necessary to ensure there is no impediment to safe working.

Suitable colour vision may be confirmed by production of suitable evidence from a Registered Medical Practitioner or Optician, at the point of selection testing. This suitable evidence of

colour vision may be demonstrated by having undertaken the Ishihara Test and/or the Colour Assessment and Diagnosis (CAD test), as described in Appendix A.

All candidates will be required to demonstrate the required level of Health & Safety awareness, either through successful completion of the ECS Health, Safety & Environmental Assessment test or the initial health and safety unit of the chosen approved training pathway as set out in Appendix B.

Subject to the safety requirements of the Industry, or where justifiable as a proportionate means of achieving a legitimate aim, the Craft Training Scheme is open to any person without discrimination on the grounds of their age, disability, gender reassignment, race, religion or beliefs, sex or sexual orientation, marriage or civil partnership, or pregnancy or maternity.

Previous Qualifications and Experience

Potential Trainees who already have some Industry experience and qualifications may have their prior knowledge recognised and mapped to the requirements of the training pathway. The Training Provider (see 3 below) may identify this through Accrediting Prior Knowledge (APL) or may recognise the contribution a person's previous experience could contribute to a qualification within the requirements set for the qualifications' Awarding Bodies (such as City & Guilds and EAL).

Potential Trainees who already hold approved qualifications as set out in Appendix C may enter the Craft Training Scheme at Stages 2 or 3 depending on the qualifications held.

Auditable documented evidence will be required to allow the formal qualification to be fully achieved. The chosen Training Provider will need to be consulted for advice on what qualifications and experience may be considered for mapping across relevant qualifications.

Transfer Between JIB Training Schemes

The JIB Craft Training Scheme is for career development within the Electrotechnical Industry. Apprentices already registered on an active JIB Apprenticeship Scheme must complete the training programme they are already engaged in and cannot be transferred onto the Craft Training Scheme.

2.3 Training Providers

The Craft Training Scheme is operated by Training Providers who must be registered with the JIB.

Applications to become a JIB Registered or Preferred Training Provider must be made to the JIB.

The Training Provider can be an employer, a Training Organisation or any organisation that meets the registration requirements and is capable of ensuring that the Craft Training Scheme is properly delivered and monitored.

Training Providers are responsible for providing an approved delivery and assessment plan that will enable full completion of the Craft Training Scheme.

2.4 Registration onto the Craft Training Scheme

The Training Provider will register the Trainee with the JIB electronically and provide a passport style photograph of the candidate, their contact details and their employer.

Progression through the Craft Training Scheme will be recognised by the application of staged cards that must be applied for by the apprentice (or employer) with the endorsement of their employer.

2.5 Employment

a) Terms and Conditions

Trainees must be provided with a statement of their main terms and conditions of employment in accordance with the Employment Rights Act 1996 or the Employment Rights (Northern Ireland) Order 1996.

For JIB member companies, Trainees registered under the Craft Training Scheme are covered by the JIB National Working Rules, including rates of pay.

The JIB National Working Rules are the Industry standard for non-JIB member companies.

b) Disciplinary and grievance procedures

All employers are required to have disciplinary and grievance procedures in place which comply with current employment legislation.

In the absence of any disciplinary or grievance procedure, JIB National Working Rules 19 and 20 (which comply with statute) shall be deemed as the default.

Trainees employed under the Craft Training Scheme who work for a JIB Member Company have access to the JIB's Resolution Procedure.

Trainees working for non-JIB Members do not have access to the JIB Disciplinary/Grievance procedures.

If any Trainee (who works for either a JIB or non-JIB member) is dissatisfied with the level of training being given then, following attempts to resolve the matter through their Company, the JIB can be asked to intervene.

If the Trainee is a member of Unite the Union then the local Unite Regional Officer should be contacted.

2.6 Training Progress

A Trainee is under instruction during the whole of their training programme and their work must be carried out under supervision. The employer must ensure the correct level of supervision and support at all times.

Progress will depend on the pathway taken and the Personal Training Plan that has been identified for the Trainee.

The Trainee must have a personalised training plan agreed between them, their employer and Training Provider outlining the milestones needed for progression to each stage of the training programme.

Progression is not possible without the attainment of the assessment requirements for each Stage as set in the personal training plan.

Progression must be by agreement with the employer and confirmation to the attainment of the relevant targets set in the personal training plan with the training provider.

Recognised pathways have been listed in Appendix B.

a) Stages of the Craft Training Scheme

There are three stages to the JIB Craft Training Scheme.

All pathways under the JIB Craft Training Scheme will have three stages identified within the personal training plan. Progression to the next stage will be upon achievement and not restricted to any time scale.

Appendix B should be referred to for guidance on the staged requirements of the training programme undertaken for the qualification structure in the chosen occupation.

Stage 1:

Stage 1 is the usual entry point on the Craft Training Scheme.

To be signed up for the Craft Training Scheme the Trainee must have successfully completed the ECS Health, Safety & Environmental Assessment or the initial health and safety knowledge unit of the approved training programme.

Stage 2:

Progression to Stage 2 will be typically when the level 2 (or equivalent) components of the training programme have been successfully completed and the Stage 1 requirements, as identified in their personal training plan, have been successfully completed.

Stage 3:

Progression to Stage 3 will be typically when all of the knowledge components of the training programme have been successfully completed and the Stage 2 requirements, as identified in their personal training plan, have been also been successfully completed. Typically Stage 3 will be in the final year of the training programme.

During Stage 3 the site based competence assessment is to be finalised and the Assessment of Occupational Competence (AOC) is to be completed as the final part of the Craft Training Scheme.

The AOC taken will depend on the occupation of the training programme and must be approved by the JIB as part of the Craft Training Scheme qualification structure. For an Installation Electrician and Maintenance Electrician the AOC will be the AM2 which must be taken at an approved NET (National Electrotechnical Training) centre. If necessary, the Trainee is entitled to a second attempt at the AOC. If this is also unsuccessful, the Training Agreement may be terminated.

The Stage 3 requirements of the Trainee's personal training plan should be referred to for the details of the full requirement of Stage 3.

b) Qualifications

The qualifications required to be attained within the Craft Training Scheme are based on Industry National Occupational Standards. These identify the various tasks a competent qualified operative working in a specific occupation will be required to undertake, and provides the measure against which competence to carry out this work can be assessed.

In the Electrotechnical Industry, the minimum requirement for skilled status has been agreed as a full framework at Level 3 as set out in Appendix B.

The Craft Training Scheme requires the attainment of technical theory and demonstration of occupational competence through formal Industry training and assessment. As part of their assessment Trainees will be required to produce a portfolio for assessment against the Industry standard and undertake an AOC provided by NET.

It is essential that work based portfolios are accurately completed by the Trainee, and kept up to date. To assist in this process sufficient support and guidance from both the employer and Training Provider is crucial in collecting suitable auditable documentary evidence to complete the site competence element of the qualification taken.

Allied Trade occupations taken under the Craft Training Scheme must have JIB approval prior to the Trainee being signed up for this scheme. Where Allied Trade occupations have already been approved the details will be listed in Appendix B.

c) Advancement

Advancement is linked to both service AND attainment of qualifications. There are various targets within each stage which must be achieved before advancement to the next stage.

Throughout training it is important that continuous consultation takes place between the employer and the Training Provider. This process will monitor learning and competence progression and identify any shortfalls at the earliest possible opportunity.

Once the employer is satisfied that the targets have been met (guidance on this can be obtained from the Training Provider) they may advance the Trainee to the next stage. Progression is recognised by staged cards that may be applied for by the Trainee (or employer) with the endorsement of their employer.

d) Electrotechnical Certification Scheme Registration

Once the *full* requirements of the Craft Training Scheme qualification pathway have been met and certificated, the training programme will be completed and an application to the JIB to register for an ECS card must be made.

The ECS card registration must be in the occupation of the qualification pathway that has been certificated.

APPENDIX A

Colour Vision

All operatives working in the Electrotechnical Industry must have suitable colour vision to enable them to work safely and prevent danger to themselves, others and the built environment both during and after work activity.

A Trainee is under instruction and their work must be carried out under supervision. However, there are safety related activities that a fully qualified operative undertakes unsupervised that a Trainee must demonstrate as part of their assessments to becoming fully qualified. Where there is a possibility that the cable insulation colours may be misinterpreted, due to a lack of normal colour vision, safe independent working cannot be demonstrated. The Training Provider must be certain that the full range of the qualification can be achieved to the industry standard during training and assessment to demonstrate that they can work safely unsupervised.

Before a Trainee can be signed up to the Craft Training Scheme normal colour vision must be confirmed by production of suitable evidence from a Registered Medical Practitioner or Optician.

Normal colour vision may be demonstrated by undertaking the Ishihara Test. This test is passed if there are no more than 2 errors in plate numbers 2 to 17 of the test.

Alternatively the London University Colour Assessment and Diagnosis (CAD) screening test may be used. This test is passed if the test result produces a colour vision value equal to, or better than, 4 CAD units.

If the person being tested fails the Ishihara test then the CAD test may be used to determine that their colour vision is the "normal" requirement.

For additional information please refer to the JIB document "*Deficiencies in Colour Vision of Electrical Operatives – Guidance for Employment*" available from the JIB website.

Guidance for Registered Medical Practitioners and Opticians along with a model form for reporting the results of a colour vision test is available from the JIB website.

Note for Registered Medical Practitioner or Opticians: "Normal" colour vision may be demonstrated if the minimum of a Colour Vision category of 3 (CV3) is achieved using a suitable diagnosis. Colour Vision categories are defined in the United Kingdom Civil Aviation Authority (UK CAA) 2016 report on "*Analysis of European Colour Vision Certification Requirements for Air Traffic Control Officers*". CV3 is the 'Safe' trichromatic colour vision threshold where candidates demonstrate a normal of range of Yellow-Blue and Red-Green colour vision to a 'normal' level of visual performance. The Ishihara Test (no more than 2 errors in plate numbers 2 to 17 of the test) is considered a suitable screening test for indicating that the basic Industry requirement for normal colour vision has been met.

APPENDIX B

Electrotechnical Trainee Scheme Pathways

The Electrotechnical/Electrical Contracting Industry embraces technical operations and projects relevant to Installing Electrotechnical Systems and Equipment; Maintaining Electrotechnical Systems and Equipment; Repairing and Assembling Electrotechnical Equipment and Machines.

Directly associated with these operations and projects are occupation areas which are specific to a particular job role, the key ones of which are Electrical Installations (Buildings, Structures and the Environment); Electrotechnical Panel Building; Electrical Machine Repair and Rewind; Installing Instrumentation and Associated Equipment; Electrical Maintenance/Maintenance of Electrotechnical Systems and Equipment.

The following occupations are covered in the Craft Training Scheme:

- Installation Electrician
- Maintenance Electrician

To achieve one or more of these occupational disciplines, the structure of the pathways for these frameworks at Level 3 are outlined below.

Where a Craft Training Scheme pathway does not exist additional pathways may be included and must have JIB approval for the qualification structure to be studied prior to the Trainee being signed up.

Qualification Structure 1 – Apprenticeship Pathway. Leading to completion of the full Electrotechnical Apprenticeship Standard (Including the Level 3 Electrotechnical Qualification (Installation or Maintenance) and the synoptic end-point assessment (the NET AM2S).

This pathway is only open to learners who have been registered onto a formal electrotechnical apprenticeship. Typically, this pathway will be used by learners, with support of their employer, who wish to be recognised as a JIB Trainee (Stages 1 to 3) under the JIB handbook terms and conditions of employment.

Scheme Stages

Stage 1 (Initial registration)

Must have had both employer and Training Provider induction and successfully passed:

Unit 01K Understand Health, Safety and Environmental Considerations

Or

The ECS Health, Safety & Environmental Assessment.

Stage 2

Must have been registered at Stage 1 and successfully completed the Stage 1 training programme with the minimum of:

Unit 01K Understand Health, Safety and Environmental Considerations (if initial registration made before this unit was taken)

Unit 02K Understand How to Organise and Oversee Electrical Work Activities

Unit 01P Apply Health, Safety and Environmental Considerations

Unit 03K Understand Terminations and Connections of Conductors

Unit 06K Electrical Scientific Principles and Technologies – Online assessment

Stage 3

Must have been registered at Stage 2 and successfully completed the Stage 2 training programme with the minimum of:

Unit 04K Understand Inspection, Testing and Commissioning

Unit 05K Understand Fault Diagnosis and Rectification

Unit 07K Understand the Requirements for Electrical Installations BS 7671: 2008 (2015)

Unit 02P Organise and Oversee the Electrical Work Environment

Unit 03P Terminate and Connect Conductors

Scheme Completion

Must have been registered at Stage 3 and successfully completed the Stage 3 training programme and completed all the remaining training and assessment units:

Unit 06K Electrical Scientific Principles and Technologies – Full assessment

Unit 08K Understand Design and Installation Practices and Procedures

Unit 04P Inspect, Test and Commission Electrical Systems

Unit 05P Apply Fault Diagnosis and Rectification

Plus either for the Installation Pathway - Unit 08P Apply Design and Installation Practices and Procedures

OR for the Maintenance Pathway - Unit 09P Apply Practices and Procedures for Maintenance

And

Successfully completed the NET synoptic end-point for the chosen pathway (the AM2S) as the final assessment of the qualification structure.

As the individual will legally be an apprentice, certain terms and conditions will apply that are not applicable to other Trainees. These are listed below.

1. Transfer

If either the trainee or the employer is dissatisfied with the progress of the training, or there is an exceptional change in the circumstances of either the employer or the trainee, an application can be made (by either party) to the Training Provider for a transfer of employment to be considered.

The Training Provider shall conduct a full investigation of the facts surrounding the request and any final decision to transfer to another employer can only be made with the full agreement of the current employer. If a trainee is a member of Unite the Union, they can seek advice from their Regional Officer. Such agreement by the employer must not be unreasonably withheld.

If either party feels a transfer is being unreasonably withheld then the matter can be referred by either party to be investigated by the JIB through the Industrial Relations Department.

2. Termination of the Traineeship

(a) Capability

The employer may terminate the traineeship if the trainee is unable due to capability of reaching the training standard necessary to progress through the training scheme.

Before such a decision is taken, the employer must involve the Training Provider, and, if the trainee is a member of Unite the Union, the Regional Officer.

The employer will be required to demonstrate that the necessary support and guidance has been provided to assist the trainee achieve the relevant targets.

The procedure must follow the ACAS Code of Practice on Disciplinary and Grievance Procedures or the JIB National Working Rules if the apprentice is employed by a JIB member company. Both employers and trainees can seek advice from the JIB's Industrial Relations Department at any time. This includes non-member companies and their trainees under this pathway.

(b) Redundancy

In the event of a downturn in work an employer may need to consider whether it would be necessary to begin a redundancy process. In such a circumstance an employer is under an obligation to try and avoid the need to make employees redundant, but also to reduce the possible number of redundancies and to investigate ways of mitigating the effects of redundancy.

If it is the case a trainee may be made redundant under this pathway, the employer may, with the consent of the trainee, and, if the trainee is a member of Unite the Union, the Regional Officer, apply to the Training Provider for a transfer to be considered as a way of mitigating the effects of the redundancy. This may be onto an apprenticeship scheme given the pathway under which they are enrolled or as a traineeship under this Craft Training Scheme.

The Training Provider will make all reasonable endeavours to arrange a transfer (full details of which must be recorded) but this cannot be guaranteed. Until such time as a transfer has been arranged and recorded with the JIB, the original employer remains liable for all the obligations of the traineeship, including wages.

Only in the event that an alternative employer cannot be found, may the traineeship (an apprenticeship in law) be terminated on the grounds of redundancy.

3. Attendance at Classes

All trainees will be required to attend college, or any other approved training establishment, as specified by the Training Provider. By the contractual agreement to train, the employer must allow the trainee to attend college at the designated times in order to complete the off-the-job vocational education and training elements required to complete the traineeship under the qualification pathway.

For each college/training day the employer will pay the trainee a normal working day's pay.

Employers will also need to pay the actual fares incurred and, where not recoverable from other sources, the employer will meet any fees applicable.

4. Advancement

Advancement is linked to both service AND attainment of qualifications. There are various targets within each stage of the traineeship which must be achieved before advancement to the next stage can occur.

Throughout the traineeship it is important that continuous consultation takes place between the employer and the Training Provider. This process will monitor learning and competence progression and identify any shortfalls at the earliest possible opportunity.

At the completion of the staged training plan, or at an annual review (typically in September of each year), the employer must review the progress of their trainees to establish whether they have achieved the training targets defined in their Individual Learning Plan.

Once the employer is satisfied that the targets have been met (guidance on this can be obtained from the Training Provider) they must advance the trainee to the next stage. Progression through the Training scheme is recognised by staged cards that may be applied for by the trainee (or employer) with the endorsement of their employer.

Trainees who do not meet their annual training targets will remain at their current stage for a

further period of six months when the situation will be reviewed. Failure to progress may result in termination of the traineeship but only after the process outlined in Section 1 above has been exhausted.

The enhanced hourly rate will be paid from the following pay week where applicable.

5. Appeals

Trainees who believe they are eligible for advancement and consider this is being unreasonably withheld have a right of appeal to the JIB.

However, this should be regarded as a final stage and before taking this course of action, attempts must be made by the trainee to resolve the issue with their employer through, if necessary, the company's grievance procedure. Both employers and trainees can seek advice from the JIB's Industrial Relations Department at any time. This includes non-member companies and their trainees under this defined pathway.

Trainees who are members of Unite the Union should contact their Regional Officer for guidance.

6. Completion of Traineeship

Once the personal training plan has been completed by the trainee, the employer must initiate formal completion of the traineeship.

Completion of the traineeship at the end of Stage 3 requires attainment of the full training framework including all theory elements, site based competency assessment and the industry AOC.

The Advanced Apprenticeship Completion Certificate may be claimed by the Training Provider once the Stage 3 requirement has been met as this pathway forms a recognised apprenticeship.

Completion of a full apprenticeship framework, specific to this pathway under the Training Scheme, may include awards for Functional Skills stipulated within the relevant industry apprenticeship framework where it is a requirement of Government funding for an apprenticeship.

Where a trainee believes they are being unreasonably prevented from completing their traineeship, due to the employer not initiating this procedure, the issue should be raised as a grievance within the company grievance procedure. If the issue cannot be resolved internally this may be raised within the JIB Resolution Procedure.

Both employers and trainees can seek advice from the JIB's Industrial Relations Department at any time.

Note of Guidance: Completion Procedure

Apprenticeships have a special status in law. Trainees under this pathway are following an approved apprenticeship and therefore are subject to the same laws and requirements that an apprentice would be under the JIB Apprenticeship scheme. They are deemed as a strictly one-off contract which is incapable of being renewed. Therefore completion of a traineeship under this particular qualification pathway and non-engagement in a skilled status is not deemed as a dismissal. For clarification, this only applies to those who are engaged under a full apprenticeship framework pathway.

However employers are obliged to ensure that the traineeship is correctly completed and in line with the stipulated timescales set out by the JIB. Failure to do so can still lead to Unfair Dismissal claims.

To complete a trainee after the successful attainment of all the apprenticeship framework qualifications the employer must complete the relevant section of the ECS/Grading Application, the JIB Apprentice completion Form and provide copies of:

- The Training Completion Certificate and
- A copy of the Level 3 qualification in the relevant electrotechnical apprenticeship framework

The completed application along with the certificate copies must be made to the ECS Department at the JIB within 14 days of receipt of the completed ECS form to the employer receiving the evidence. Companies intending to retain the services of the trainee following completion of this particular qualification pathway (which is in law an apprenticeship) need to issue a new Contract of Employment to mark the change of status. It should be noted however that as there has been no break in service, the date of commencement of employment remains unchanged. The total period of employment is regarded as continuous and must be used for the calculation of entitlements in the event of a future redundancy or dismissal with notice.

For JIB member companies, a completed trainee becomes entitled to the rate of pay for their occupation from the pay week following the date of grading. The JIB will electronically notify both the employer and the newly-graded operative of the JIB grade awarded.

7. Termination of Employment upon completion of Apprenticeship

To ensure that companies do not become liable for claims of Unfair Dismissal, if they do not intend to retain the services of the trainee under this particular apprenticeship qualification pathway following their completion, it is recommended that they adhere to the following procedure, which has been written in line with National Working Rule 19:

- (i) Advise the trainee at the earliest opportunity that they will not be offered a job upon completion and confirm this in writing.
- (ii) Hold a meeting with the trainee to determine a finite date for completion of the traineeship and the date of termination. The trainee has a right to be accompanied at this meeting. They may be accompanied by a fellow employee or, if appropriate, a Union the Union Regional Officer.
- (iii) If, following the meeting, the original decision is unchanged then again, confirm this in writing. A right of appeal against the company's decision must be offered.
- (iv) If an appeal is lodged, a further meeting should take place for this to be considered. As before, the trainee has a right to be accompanied.
- (v) If the outcome is unchanged then, upon conclusion of the internal procedure, an application can be made to the JIB for formal completion of the traineeship.

The date of termination needs to take account that at least 14 days must be allowed for the administration of the completion and grading process.

Within the completion documentation the employer must inform the JIB of the termination/completion date. The JIB will use this date on the Completion Diploma and ECS card. It will also mark the trainee's last day of employment.

If, for whatever reason, the ECS Card is issued after the termination date it will not have any effect upon either the employer or the trainee as the traineeship will have already been completed.

Qualification Structure 2 – The Level 3 NVQ Diploma in Installing Electrotechnical Systems and Equipment (Buildings, Structures and the Environment)

Stage 1 (Initial registration)

Must have had both employer and Training Provider induction and successfully passed:

Unit 01 Understanding Health and Safety legislation, practices and procedures (Installing and maintaining electrotechnical systems and equipment)

Or

The ECS Health, Safety & Environmental Assessment if the employer requires the Trainee to be registered prior to the successful study and assessment of Unit 01.

Stage 2

Must have been registered at Stage 1 and successfully completed the Stage 1 training programme with the minimum of:

Unit 01 Understanding Health and Safety legislation, practices and procedures (Installing and maintaining electrotechnical systems and equipment) (if initial registration was made before this unit was taken)

Unit 02 Understanding environmental legislation, working practices and the principles of environmental technology systems

Unit 13 Overseeing and organising the work environment

Plus either for the Installation Pathway - Unit 15 Planning, preparing and installing wiring systems and associated equipment in buildings, structures and the environment **AND** Unit 16 Terminating and connecting conductors, cables and flexible cords in electrical systems

OR for the Maintenance Pathway - Unit 21 Understanding the practices and procedures for overseeing and organising the work environment (electrical maintenance) **AND** Unit 22 Understanding the practices and procedures for planning and preparing to maintain electrotechnical systems and equipment

Stage 3

Must have been registered at Stage 2 and successfully completed the Stage 2 training programme with the minimum of:

All knowledge units for the chosen pathway to have been successfully completed.

Completion

Must have been registered at Stage 3 and successfully completed the Stage 3 training programme and completed all training and assessment units for the chosen pathway

And

Successfully completed the NET end-point for the chosen pathway (the AM2) as the final assessment of the qualification structure.

Qualification Structure 3 – Generic Pathway structure guidance.

JIB approval is needed prior to a Trainee being permitted to sign up on any alternative pathway. The qualification structure will follow the following model.

Stage 1 (Initial registration)

Must have had both employer and training provider induction and successfully passed:

The first scheme unit covering Health and Safety legislation, practices and procedures

Or

The ECS Health, Safety & Environmental Assessment if the employer requires registration prior to the successful study and assessment of the first scheme unit covering Health and Safety legislation, practices and procedures.

Stage 2

Must have been registered at Stage 1 and successfully completed the Stage 1 training programme with the minimum of all knowledge units at an equivalent of level 2.

Stage 3

Must have been registered at Stage 2 and successfully completed the Stage 2 training programme with the minimum of all knowledge units for the chosen pathway expected to have been successfully completed.

Completion

Must have been registered at Stage 3 and successfully completed the Stage 3 training programme and completed all training and assessment units for the chosen pathway

And

Successfully completed the appropriate industry end-point assessment.

APPENDIX C

Stages of Entry for Trainees with Existing Qualifications

Entry on to the Craft Training Scheme may be made at any staged level if the applicant already holds approved equivalent qualifications.

Potential candidates with older qualifications and a number of years experience working within the Industry may find that the JIB Mature Candidate Assessment provides a more appropriate assessment strategy to meet the full chosen Industry qualification pathway.

In all cases new registrations to the Craft Training Scheme must have had both employer and Training Provider induction and support to attain the full scope of the chosen pathway.

For the Electrical Installation and Maintenance Electrician pathways the following qualifications have been mapped against the qualification outcome as meeting the technical certificate requirements of the chosen qualification pathway for registration onto the Craft Training Scheme.

Stage 1 (Initial registration)

Scheme entry at Stage 1 requires:

The first scheme unit covering Health and Safety legislation, practices and procedures

Or

The ECS Health, Safety & Environmental Assessment

Stage 2

New registrants already holding the following qualifications are deemed to have satisfied the Stage 1 criteria for initial registration and can enter the Craft Training Scheme at Stage 2:

City & Guilds 2330 Certificate in Electrotechnical Technology at Level 2 **or**

City & Guilds 236 Part 1 **or**

City & Guilds 2360 Part 1 **or**

City & Guilds 2351 Units 1, 2, 3 & 4 **or**

City and Guilds 2365-02 Level 2 Diploma in Electrical Installation (Buildings and Structures) (600/5498/0) **or**

EAL Diploma in Electrotechnical Services Units 1,2,3,4,5 & 6 **or**

EAL Level 2 Diploma In Electrical Installation (OCF) (600/6724/X) **or**

EAL Level 2 Intermediate Diploma in Electrical Installation (601/4561/4)

Stage 3

New registrants that already hold the following qualifications are deemed to have satisfied the Stage 2 criteria for initial registration and can enter the Craft Training Scheme at Stage 3:

City & Guilds 2330 Certificate in Electrotechnical Technology at both Level 2 and Level 3 **or**

City & Guilds 236 Parts 1 and 2 **or**

City & Guilds 2360 Parts 1 and 2 **or**

City & Guilds 2351 (All eight Units) **or**

City and Guilds 2365-03 Level 3 Diploma in Electrical Installation (Buildings and Structures) 600/5499/2 **or**

City and Guilds 8202-30 Level 3 Advanced Technical Diploma in Electrical Installation (Tecbac) (601/7307/5) **or**

EAL Diploma in Electrotechnical Services Level 3 (All ten Units) **or**

EAL Level 3 Diploma in Electrical Installation (OCF) (600/9331/6) **or**

EAL Level 3 Advanced Diploma in Electrical Installation (601/4563/8)

3. JTL

JTL is the leading training provider in England and Wales for the building services engineering sector and was established in 1990 by the Electrical Contractors Association and what is now Unite the Union.

JTL is recognised and recommended by the JIB as a provider of training schemes under the JIB's Industrial Agreements, and, as an integral part of the sector ensures that the training it provides is exactly what the sector requires, both in terms of quality and in its ability to meet current and future training needs.

JTL is a registered charity (reg. no. 1080254) and this guarantees that every penny of public funding received is re-invested into developing and improving training schemes for the sector or in providing financial support for employers.

Following the introduction of National Vocational Qualifications (NVQ) and their replacement NVQ Diplomas, JTL has developed its own appropriate training and assessment solutions to the Level 3 National Occupational Standards and Awarding Organisation requirements currently applicable to the electrical installation industry.

The occupational standards are developed and regularly reviewed by Sector Skills Councils (SSCs), who are independent, employer led bodies recognised by Government, with SummitSkills being the SSC for the building services engineering sector.

JTL's responsibilities and services to employers include the following:

- Offering a financial support programme to assist employers with training Apprentices
- Assisting employers in the recruitment and selection of Apprentices
- Contracting with the Education and Skills Funding Agency and Welsh Government to secure government funding on behalf of employers
- Negotiating and liaising with colleges and training centres to secure preferential college fees on behalf of employers training with JTL
- Delivering quality training at all levels
- Monitoring and assessing apprentices' progress

JTL also offers a comprehensive portfolio of training courses ranging from industry specific technical qualifications, health and safety certification and personal and business skills development. In addition, JTL provides an external assessment service to allow those who are partly certified to achieve a full qualification.

JTL can be contacted on Freephone number 0800 085 2308 or visit their website: www.jtltraining.com.

JTL contact details:

JTL
National Administration Centre
Unit 3H Redwither Tower
Redwither Business Park
Wrexham
LL13 9XT

Freephone: 0800 085 2308
E-mail: info@jtltraining.com
Website: www.jtltraining.com

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